

Behaviour and Attendance Policy

1. Policy Statement

The Forensic Training Partnership CIC (FTP) is committed to providing a safe, respectful, inclusive, and productive learning environment for all participants attending our courses. This policy sets out the standards of behaviour and attendance expected of participants, and the action that may be taken where those standards are not met.

2. Purpose

The purpose of this policy is to:

- Promote positive behaviour and full engagement in learning.
- Support a respectful environment for participants, trainers, and staff.
- Set clear expectations for attendance, punctuality, and conduct.
- Ensure that issues of concern are dealt with consistently and fairly.

3. Scope

This policy applies to all students attending any of the courses delivered by FTP, whether delivered in person, online, or through a blended format where applicable.

4. Expectations of Participants

Participants are expected to:

- Attend all scheduled course sessions unless absence has been agreed in advance.
- Arrive on time and be ready to begin at the scheduled start time.
- Treat staff, trainers, and other participants with courtesy and respect.
- Follow reasonable instructions given by course staff.
- Take part in the course in a manner that does not disrupt the learning of others.
- Respect the venue, equipment, learning materials, and the property of others.
- Use appropriate language and behaviour at all times.

5. Unacceptable Behaviour

The following behaviour will not be tolerated:

- Verbal abuse, threats, harassment, bullying, discrimination, or intimidation.
- Aggressive, disruptive, or threatening conduct.
- Persistent interruptions, refusal to follow instructions, or deliberate obstruction of the course.
- Use of alcohol or illegal drugs during course attendance, or attendance while significantly impaired.
- Damage to property or misuse of course resources.

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- Recording, photographing, or sharing others' personal information without permission
- Any behaviour that places the safety, dignity, or wellbeing of others at risk.

6. Attendance Requirements

Participants are expected to attend the full course unless alternative arrangements have been approved by FTP. Regular attendance is necessary because the course is delivered as a structured programme and each day builds on the previous one.

Participants must:

- Attend on every day of the course.
- Notify the course team as soon as possible if they are unable to attend.
- Inform staff promptly if they are going to be late.

7. Punctuality

Participants must arrive on time each day. Late arrival may disrupt the course and the learning of others. When a participant arrives late, they should enter quietly and minimise disruption. Repeated lateness may be treated as poor attendance or a breach of this policy.

8. Absence

Where a participant is unable to attend a session, they should notify FTP by telephone or email as soon as possible, and ideally before the course session begins. Unauthorised absence may affect the participant's ability to complete the course successfully or receive a certificate of attendance.

9. Support and Reasonable Adjustments

The team at FTP are committed to supporting participants with additional needs wherever reasonable adjustments can be made. Participants should inform the organisation in advance of any accessibility, learning, health, dietary, or wellbeing requirements so that suitable support can be considered.

10. Managing Behaviour Concerns

Where a participant's behaviour falls below the expected standard, course staff may take one or more of the following steps:

- Provide a verbal reminder or warning.
- Ask the participant to modify their behaviour.
- Pause participation in the session.
- Remove the participant from the course temporarily or permanently.
- Refer the matter to a manager or other appropriate decision-maker.

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Serious misconduct may result in immediate removal from the course without prior warning where necessary to protect the safety or wellbeing of others.

11. Course Withdrawal or Removal

The team at FTP reserves the right to withdraw a participant from a course, or refuse future attendance, where:

- The participant repeatedly fails to attend.
- The participant's behaviour is disruptive, abusive, or unsafe.
- The participant breaches health and safety requirements.
- The participant fails to comply with reasonable instructions from staff.

Any decision to remove a participant will be recorded and handled in accordance with internal procedures.

12. Safeguarding and Safety

All participants must comply with health and safety requirements, emergency procedures, and any safeguarding expectations communicated by the course team. Any accident, incident, concern, or unsafe situation must be reported immediately to staff.

13. Records and Confidentiality

Attendance records, behaviour concerns, and related decisions may be recorded for administrative, safeguarding, and quality assurance purposes. Such records will be handled confidentially and in accordance with applicable data protection requirements.

14. Review and Appeals

Where a participant is removed from a course or has a formal attendance or behaviour concern raised, they may request that the decision be reviewed by an appropriate manager in line with organisational procedure.

15. Policy Compliance

By attending the course, participants confirm that they have read, understood, and agreed to comply with this policy.

16. Policy Review

This policy will be reviewed periodically to ensure that it remains fit for purpose and reflects current practice.

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Participant declaration

I confirm that I have read and understood the Behaviour and Attendance Policy and agree to follow it while attending the course.

Name:

Signature:

Date:

[or tick the box of the online booking form to confirm this FTP policy has been read]

Policy v1 agreed: 17 May 2026